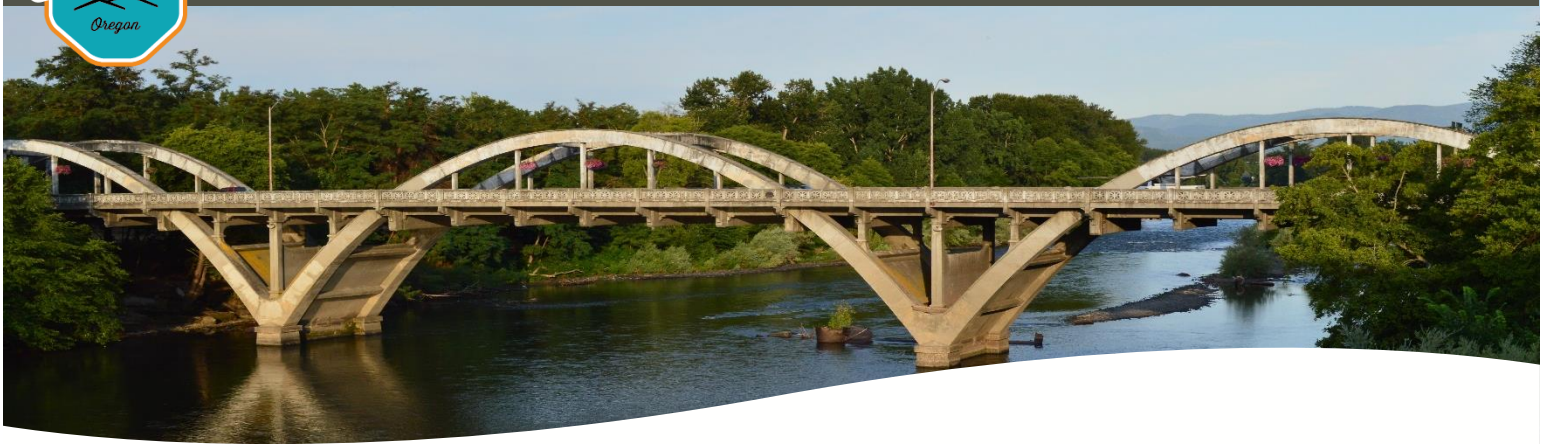




# CITY OF GRANTS PASS - JOB OPPORTUNITY ACCOUNTING TECHNICIAN

ANNUAL SALARY RANGE: \$36,760 - \$46,513



**WORKING FOR THE CITY** | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

**POSITION SUMMARY** | The Accounting Technician provides customer service both on the phone and in person, receives and posts payments, data entry, new account origination and service request coordination.

The Accounting Technician will have knowledge of principals in customer service, cash handling, basic math calculations, office equipment, and keyboarding at 30 words per minute net corrected.

**MINIMUM JOB REQUIREMENTS** | A high school diploma or GED and two years of customer service and/or accounting experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

#### **INCENTIVES** |

- Second language incentive of \$50.00 per month is available for passing a proficiency exam in Spanish.
- Associate's Degree incentive of \$75.00 per month
- Bachelor's Degree incentive of \$150.00 per month (degrees are not cumulative)

Typical work hours will be Monday through Friday 8:30: a.m. to 5:30 p.m. This position will work in the office.

Questions regarding this role direct to: [humanresources@grantspassoregon.gov](mailto:humanresources@grantspassoregon.gov) or 541-450-6050.

**Application deadline:**

**April 18, 2022  
At 5:00 p.m.**

**APPLY ONLINE TODAY**

**[www.grantspassoregon.gov](http://www.grantspassoregon.gov)**



City of Grants Pass Human Resources  
101 NW A Street  
Grants Pass, Oregon 97526  
541-450-6050

VISIT US AT [WWW.GRANTSPASSOREGON.GOV](http://WWW.GRANTSPASSOREGON.GOV)